**Message: RE: Questions about the ATA database**

## RE: Questions about the ATA database

**From** Kraft, Emily **Date** Thursday, February 2, 2017 11:30 AM

**To** Kristen M. Setterlund, MSW, LCSW

**Cc**

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Hi Kristen - Sorry for the delay in responding. I had an unexpected surgery on Tuesday afternoon and I am technically "out of the office" until Monday, but obviously that is terrible timing with this contract rollout, so I am trying my best to keep up with emails.

Please see my responses below in red.

**From:** Kristen M. Setterlund, MSW, LCSW [KristenS@LFCS.org]
**Sent:** Wednesday, February 01, 2017 4:01 PM
**To:** Kraft, Emily
**Subject:** RE: Questions about the ATA database

Hi Emily,
I had a meeting with our subcontractors this week and a couple more questions came up.

1. Monthly Reporting Form –
   a. We noticed that Adoption Assistance and Other are not on the form, but are services listed in the RFP. We just wanted to make sure these can be included (billed) on our quarterly budget reports even though they are not tracked in the system. Yes, if you have expenses related to adoption assistance you are still able to include those on quarterly expenditure reports. You are still able to report "other" expenditures as well, however, you will need to discuss with Joy Benne on how detailed she wants you report for those, as "other" is a pretty vague category.
   b. Also, should we be filling this out for all clients still enrolled in the program each month? We were interpreting that it should be completed for everyone enrolled, even if we have not had contact that month, as they will remain in the program (and database) for 90 days, but wanted to see if we should only be completing it for clients who were active during that month.
   Yes, if a client is enrolled in the A2A program, and does not receive any services for that month, you still need to fill out a monthly form for that client, and just indicate "no" for all services.
   c. On the form, it asks for participation in parenting classes. Do you only want us to answer for a group class or for individual sessions? We just want to make sure we are answering the question uniformly.
   If the client receives any parenting education, whether it be individual or group-based, you can answer yes to that question.
2. Client Intake Form -

a. Father of the Baby – if we select “Known” for father, it requires income and frequency of pay on the father. We wanted to get clarification on this, as we thought his income would only be required and counted after the baby’s birth.

FOB income is not counted in the client's income for eligibility purposes at intake unless the client is married to the FOB. However, for program effectiveness measures, we need to know FOB income, so that we can compare pre-program enrollment income to income at program completion for the FOB, client, and total household.

b. Due date and Address – just wanted to see if there are any updates on changes to these boxes.

I was told that the due date and address issues were to be resolved in a database update made on Monday evening. Are you still experiencing issues with them? If so, let me know so I can report back to ITSD.

3. Reports – we were wondering if there will be access to a report in the future where we can pull monthly data from the database such as number of clients enrolled, number attending job training, etc.. At this time, I can only see a report for Services by Client and Intake/Discharge Comparison.

There will be additional reports rolled out in the future. However, our main concern was to get client forms ready first so that we could get data entered into the system. After all, we can't report on anything if there is no data in the system to report! I know I have a few reports requested, but I haven't looked at what exact information they will report on lately, so when I get back to the office on Monday, I will take a look and see if any of them will accomplish what you're requesting.

Thanks for your help with all of this. Everyone is excited about the new database. I am so glad to hear that!
Kristen

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**From:** Kraft, Emily [mailto:Emily.Kraft@oa.mo.gov]
**Sent:** Friday, January 20, 2017 8:17 AM
**To:** Kristen M. Setterlund, MSW, LCSW
**Subject:** RE: Questions about the ATA database

See my responses in red below.

**From:** Kristen M. Setterlund, MSW, LCSW [mailto:KristenS@LFCS.org]
**Sent:** Thursday, January 19, 2017 3:31 PM
**To:** Kraft, Emily
**Subject:** Questions about the ATA database

Hi Emily,
We are starting to enter clients into the database and had a few questions. Feel free to call me if you want to process any of these.

- The middle name of clients is required. This was not a required field in the past. We will ask worker to get this in the future, but wondered if there was something we could put in the system for now so that we can enroll past clients. See note below.
- The full social security number is now required, but we stopped asking for the full number after changes were made to the old database last year only requiring the last four of the social. Now that the full number is required, we are working on getting these numbers, but wondered if we could put zeros until we are able to obtain the numbers from our clients. See note below.
- If birth father is known, we are required to enter how many years he went to school or if he is still going, if he is employed/unemployed, and income. Client's don't always have this information, so we wondered if those fields could be optional again.
- At this time, the database will not accept the due dates unless the due date is in the future. I've requested ITSD make this modification.
- When we are putting in an address, after we select the county, we are not always finding the City name we need. For example, in Jackson County, there is no an option for Kansas City and for St. Louis City there are only three options in the drop down and then only three zip codes to choose from, but there are a number of other zip codes in the City. Thanks for the head's up on this one. I will let ITSD know.

While technically the system will not prevent you from entering "fake" data for existing clients for the purpose of re-enrollment, I would strongly advise you not to do that. The database is only worthwhile if the data entered into it is accurate. Also, the database now runs a check on SSNs to prevent duplicate clients, so no two clients can have the same SSN. If you enter a temporary fake SSN, you may be preventing another client who actually has that SSN from enrolling, or allow another provider to enroll that client with her actual SSN when it shouldn't be allowed.

My best suggestion is to wait until your subs and employees have had contact with a client to verify this information prior to entering them into the system. Assuming the new contract goes into effect on Feb 1, you won't need to have all your clients enrolled until March 15th (when the first monthly client forms need to be completed), so you have some time.

Thanks for your help,
Kristen

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